

CONTROL NO.

DDS/OF-046

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Loss of Classified Material & Other Significant Developments

2. TYPE

OF

REPORT

STATISTICAL

 NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	X FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
4	Annually	1

7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum	<input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO	EO/OF

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Chief, C&L Division	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-07	\$4.41	1/2	\$2.21	1	\$2.21

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 2.21

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To report to the Director of Finance that all employees have read the Executive Director-Comptroller's memorandum, dated 6 September 1967, regarding the failure to report to proper authorities the loss of highly classified reports and material.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
X RETAIN AS IS	MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> CHANGE		
<input type="checkbox"/> DISCONTINUE	1/2 hr.	\$2.21

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100050-1

18. EXTENSION